

City of Carlsbad
Envision Carlsbad Citizens Committee EC³
Mission Statement and Principles of Participation

Mission Statement

The mission of the Envision Carlsbad Citizens Committee (EC³) is to participate in and provide guidance to the Phase 1 Community Visioning process and to the Phase 2 General Plan/Local Coastal Program (LCP)/Zoning Ordinance update work, by promoting balanced consideration of a range of perspectives on issues affecting Carlsbad, serving as an information conduit to stakeholder groups, encouraging broader community participation, and providing continuity of participation throughout the entire public visioning and update process.

Principles of Participation

Role of Envision Carlsbad Citizens Committee Members

To achieve the mission of the EC³, the City Council is asking members to:

- Become familiar with the issues surrounding city planning and community development
- Attend periodic meetings over a prolonged period of time (approximately 3 years)
- Represent a broader community interest (rather than just the particular organization of which they are a member) at EC³ meetings
- Keep their organization/stakeholder group informed of the progress of the public visioning and update program
- Balance stakeholder goals with the larger public interest
- Encourage community participation throughout the public visioning and update process
- Adhere to the public visioning and update program schedule and respond to established deadlines
- Work collaboratively with other EC³ members
- Provide constructive feedback to City staff and consultants on process and works in progress at key points during the update program
- Confirm that the final Community Vision Report accurately and fairly reflects the community input received during the Public Visioning (Phase 1) process.
- Provide comment as to the adequacy of the Phase 2 Work Plan that will be presented to the City Council for approval

Representation

Committee members will be appointed by the Mayor with concurrence of a majority of the City Council from among a list of candidates nominated by individual organizations, representing a balanced cross-section of stakeholder groups and community interests. Selection of the EC³ will be guided by the City Council's "Guiding Principles for a

Sustainable Community”, whereby membership will be drawn from Social, Economic and Environmental perspectives. Members will also be selected to represent each of the four city quadrants. In addition, the Committee will have two student members selected from the local high schools.

The committee will be composed of a total of 19 members: three each from the sustainability perspectives (9), two from each city quadrant (8), and a student member each from Carlsbad and La Costa Canyon High Schools (2). To be considered for appointment, candidates must reside in Carlsbad. Nominated candidates will be evaluated on their ability to effectively represent one of the three key perspectives, city quadrant, or youth perspectives. In addition, each committee member will have an alternate appointed by the Mayor with concurrence of a majority of City Council from among the list of nominated candidates.

Discussion Process

During EC³ meetings, committee members agree to abide by the following discussion process:

- The committee will establish ground rules about how members should conduct themselves during meetings
- The preferred decision-making process is collaborative problem-solving
- Consensus of the EC³ will take precedence over individual preferences
- In cases of non-consensus, alternative perspectives will be documented
- A neutral third-party will facilitate the meetings
- The committee will consider the selection of a Chair and Vice-Chair

Meeting Schedule

Once appointed, EC³ members are making an approximately three year commitment. To date, the meeting schedule is outlined only for the first phase of the overall General Plan update program. The EC³ will be formed in the Summer of 2008 and will have its first meeting in the Fall. At least three additional EC³ meetings are anticipated in Phase 1, which will conclude by Summer 2009. After the completion of Phase 1, and prior to initiating Phase 2, the membership of the EC³ will be reevaluated and reconstituted by the City Council, if necessary.

Phase 2 of the update process (updating the General Plan/Local Coastal Program/Zoning Ordinance to achieve the Community Vision) will begin following the completion of Phase 1 and is expected to last approximately 2 to 3 years, with potentially 20 to 25 meetings.

Meeting Attendance

Full participation of committee members is essential to the effectiveness of the EC³. Committee members are expected to attend all EC³ meetings. If a committee member is unable to attend a meeting, the designated alternate may attend in his or her place. The

alternate is encouraged to actively participate in the meeting provided that he or she is adequately briefed as to the status of prior discussions and decisions.

Quorum. For meeting purposes, a quorum of the EC³ is met with ten members in attendance.

If a committee member resigns his or her appointment, his or her designated alternate shall automatically become a regular committee member for the duration of the program. Vacancies may be filled at the Mayor's discretion.

All EC³ meetings and committee members are subject to the open meeting requirements of the Ralph M. Brown Act (Brown Act). The Brown Act imposes public notice and access requirements on committee meetings, and places certain limitations on when and how committee members may communicate with one another. At the first EC³ meeting, committee members will be given a briefing by the City Attorney's office about the basic requirements of the Brown Act.

In addition to meeting as a committee approximately four times during Phase 1, committee members will be expected to be engaged throughout the Community Visioning and General Plan/LCP/Zoning Ordinance update process by attending the community workshops, educational forums and other activities for the general public.

Meeting Agendas

Meeting agendas will be prepared by City staff and the EC³ facilitator in consultation with the Chairperson or a majority of the EC³, following the procedures of the Brown Act. At the conclusion of each meeting, the facilitator and City staff will summarize the results and identify items that may need further research or be carried over to the next meeting, preview new business for the upcoming meeting, and invite Committee members to suggest new items for future meetings. Agendas for future meetings will be established by consensus of the EC³ with concurrence of City staff and facilitator.

Members of the public have a right to attend EC³ meetings and will have an opportunity to address the committee on any issue under its purview.

External Communications. The overriding consideration in all communications is to honor and sustain the constructive, collaborative process of the committee. EC³ members are encouraged to communicate with their constituencies in order to keep them informed of the public visioning and General Plan/LCP/Zoning Ordinance update process and to encourage direct participation. Should committee members speak to the media, members are encouraged to provide accurate, factual information to inform the public about the program, but are asked to refrain from engaging in speculation, advocating a position on a specific issue, speaking on behalf of the EC³ (unless authorized by the committee to do so), or otherwise making public statements that would tend to hamper constructive committee discussions. City staff and the facilitator will be available to assist in any communications to the media, if desired.

Information Sharing. In order to ensure all EC³ members have the same information available to them, all documents will be distributed through City staff. If a member has information he or she would like to share with other committee members, the information should be given to staff for distribution to the entire committee. Maintaining this flow of information will facilitate a respectful, collaborative process, and help avoid unintended violations of open meeting laws (e.g., serial meetings).

Work Products

In addition to its role as representatives of and conduits to community stakeholders, the EC³ will be responsible for reviewing work product and providing guidance on policy issues. The primary purpose of the EC³ in reviewing work product is to ensure that it accurately and fairly reflects the input received from the community at the various forums, group meetings and public workshops. In particular, the EC³ will closely review the Community Vision and Guiding Principles and Themes report to ensure that it accurately and fairly reflects the community's input. The committee will also assess whether the Phase 2 Work Program is comprehensive and can realistically achieve the goal of developing policies, programs, and standards that will carry out the community vision articulated in Phase 1.

The Phase 1 interim and final work products that the EC³ will likely review include:

- *Working Paper on Opportunities and Challenges*
- *Community Survey Results*
- *Community Vision and Guiding Principles and Themes*
- *Working Paper on Vision and Policy Match*
- *Working Paper on Zoning Issues*
- *Phase 2 Work Program*